

1. Purpose/Intent of Manual

1.1 Purpose of Manual:

The purpose of this manual is to establish uniform policies and procedures to assist Planning, Design and Drafting in the handling of electronic files and information for the Departments project delivery process. This manual will explain the Departments methods and standards when Computer-Aided Design and Drafting (CADD) tools are used to develop a project (from inception to completion). Guidelines for the reusability of electronic files and information for future projects are also included in this manual.

1.2 Users of the Manual:

- Designers, Delineators, Detailers, Planners and Surveyors who create CADD drawings for others to utilize
- Support units who utilize the CADD drawings to work on portions of a project from the planning stages through as-built plans

The manual establishes uniform policies and procedures to carry out the Computer-Aided Design and Drafting (CADD) functions of the Department of Transportation. These uniform policies will assist the Department in maintaining Quality Control, thus increasing productivity and efficiency in the sharing of electronic files and information. It is neither intended as, nor does it establish, a legal standard for these functions.

The policies established herein are for the information and guidance of the officers and employees of the Department and for those entities doing work for the Department.

Many of the instructions given herein are subject to amendment or change as conditions, experience and technology warrant. Special situations may call for variation from Department policy, subject to approval by the Office of CADD and Engineering GIS Support, or other approval as may be specifically provided for.

It is not intended that any standard of conduct or duty toward the public shall be created or imposed by the publication of this manual. Statements as to duties and responsibilities of any given classification of officers or employees mentioned herein refer solely to duties or responsibilities owed by those in such classification to their superiors. However, in their official contacts, each employee should recognize the necessity for good relations with the public.

1.3 Scope of the Manual:

This manual is not a textbook, nor a substitute for engineering or drafting knowledge, experience, or judgment. This manual identifies the standard resource files and the standard conventions used within the Department. It also includes techniques and procedures not ordinarily found in textbooks. These are intended as aids in the quick solution of office problems. Except for new developments, no attempt is made to detail basic engineering and drafting techniques; for these, standard textbooks should be used. For detailing standards on bridges and other transportation-related structures, this manual should be used in conjunction with the Bridge Design Details Manual.

1.4 Intent of the Manual:

The standards found in this manual are to be followed throughout the project development process, in order to benefit all users. Standards used at the beginning of the project development process leads to efficient use of electronic files and information by all, thus promoting the sharing of information rather than promoting the development of information for a single user. The standards contained within this manual are meant to allow each user along the project development path to extract and utilize information that is pertinent or vital to them, without changing or deleting information that is important to another user. The standards are not meant to be a requirement or task to meet at the end of the delivery process, but rather it should be initiated at the beginning so all users can take advantage of efficient use of the electronic information available.